

## Online Registration for City of Reno Programs

Each Customer has to have an account set up with the City of Reno BEFORE using Online Registration.

Please do not wait until the deadline of a program to use online registration for the first time.

Customers are unable to create a NEW account online. 082812

### Customers need the following to use online registration:

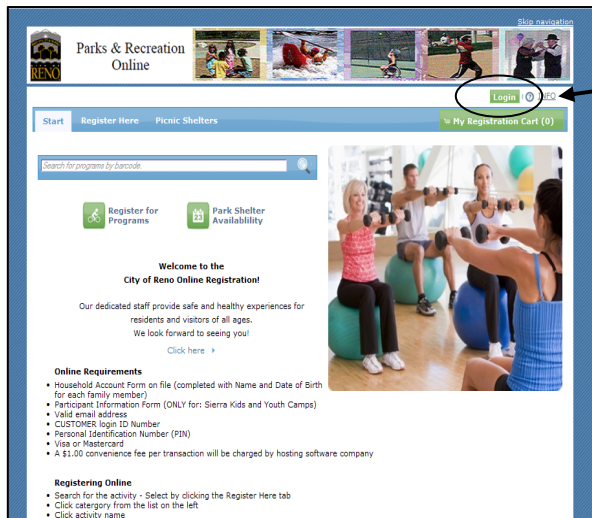
- Household Account Form on file (completed with Name and Date of Birth for each family member)
- Participant Information Form (ONLY for: Sierra Kids and Youth Camps)
- Valid email address (Staff can verify and/or change your email address)
- CUSTOMER login ID Number
- Personal Identification Number (PIN)
- Visa or Mastercard
- \$1 convenience fee per transaction will be charged by hosting software company

City of Reno WEBSITE: [www.reno.gov](http://www.reno.gov)

City of Reno Online Registration Page  
<http://www.reno.gov/Index.aspx?page=1818>



This menu will pop up after you click on the register online button to let you know that you are leaving the City of Reno website. The City of Reno Parks, Recreation and Community Services uses a third party software vendor to "Host" our website. This is the same software vendor that we use for our program registration and facility booking.



ONCE customer gets to the ONLINE REGISTRATION website:

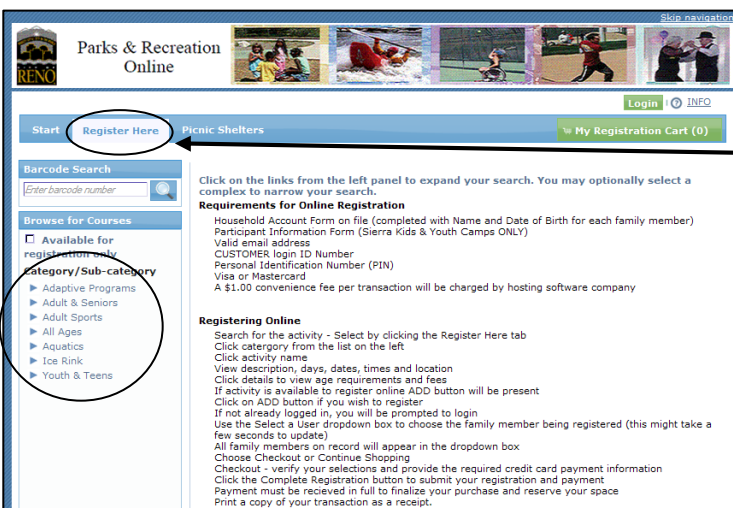
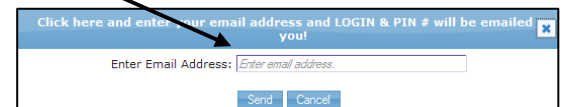
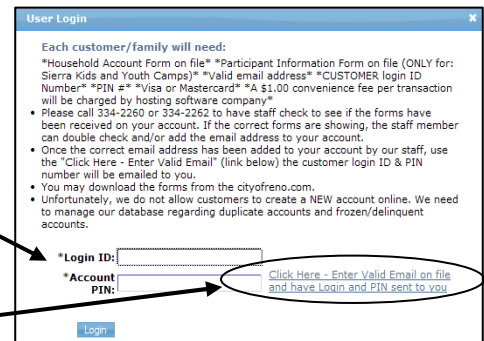
Click on Login Button

Enter login and Pin# if you have it already

OR...

Click on "Click Here - Enter Valid Email on file and have LOGIN and PIN sent to you"

Customer enters email address that they have submitted on the Household Account Form



Use the "Register Here" tab to find the classes/programs that are available for online registration.

Use the green "Login" tab to log into your account.

Use the green "My Registration Cart" tab to complete the registration and pay using Visa or MasterCard.

Use the "INFO" button for information about policies, online registration help and general information.

## Online Registration for City of Reno Programs (page 2)

Start Register Here Picnic Shelters My Registration Cart (0)

Barcode Search

Browse for Courses

Available for registration only

Category/Sub-category

- Adaptive Programs
- Adult & Seniors
- CLASSES & EVENTS
- SENIORS
- Adult Sports
- All Ages
- Aquatics
- Ice Rink
- Youth & Teens

Advanced Search

Course

Complex: (All)

**Dance - Belly Dance**

Travel through the ancient sands of time discovering the world of Belly Dance, enhances one's spirituality, sensuality and well-being. Beginning course, learn basic isolated moves and steps building definition showing a complete picture of the dance. Intermediate to Advance classes learning choreography to improvisation dancing within a group plus performance opportunities.

Show Courses

**Dance - Tap Dance Adult/Senior**

Perfect for all ages and abilities. Tap is a fun form of dance that encourages rhythm, balance and agility. Learn steps, combinations, movement and rhythm as well as counting, choreography and routines. Different styles and techniques are introduced as we explore the world of dance. It's fun and great exercise!

Show Courses

**Dog Obedience**

Would you like to build a closer bond with your dog? By using positive training methods for problem solving and socialization as well as teaching dogs to come, heel, sit, stand, stay and recall. Results guaranteed! Each dog needs a training collar and a fabric or leather leash. All dogs must be vaccinated against rabies, parvo and distemper. Dogs shot record must be brought to the first class.

Hide Courses

Course	Barcode	Days	Times	Dates	Complex	Classes	Avail
Dog Obedience at Comstock	92898	Sat	9:00AM - 10:00AM	09-01-2012 - 10-20-2012	Grassy Area	8	60
Dog Obedience at McKinley	92899	Sat	1:00PM - 2:00PM	09-01-2012 - 10-20-2012	Grassy area	6	58

ADD this class to your Cart

ADD this class to your Cart

This is where you select the family member that is to be registered

Client: Select A Client- X Remove

92899 - Dog Obedience at McKinley - Dog Obedience View Full Schedule

Dates & Times: 09-01-2012 - 10-20-2012 1:00PM - 2:00PM

+ Add Client

Cart Grand Total:\$0.00 Clear Cart

Go to Checkout Continue Shopping

Client: Select A Client- X Remove

92898 - Dog Obedience at Comstock - Dog Obedience View Full Schedule

Dates & Times: 09-01-2012 - 10-20-2012 9:00AM - 10:00AM

+ Add Client

Client: Beth (for test purposes only) Test Details X Remove

92898 - Dog Obedience at Comstock - Dog Obedience View Full Schedule

Dates & Times: 09-01-2012 - 10-20-2012 9:00AM - 10:00AM

+ Add Client

\$80.00

Cart Grand Total:\$80.00 Clear Cart

Go to Checkout Continue Shopping

Add another family member to same class or find other classes/programs to add to your cart

Client: Beth (for test purposes only) Test Details X Remove

92898 - Dog Obedience at Comstock - Dog Obedience View Full Schedule

Dates & Times: 09-01-2012 - 10-20-2012 9:00AM - 10:00AM

+ Add Client

\$80.00

Cart Grand Total:\$80.00 Clear Cart

Go to Checkout Continue Shopping

Use this button to Checkout or Continue Shopping

Please call the Administration Office at 334-2260 or Evelyn Mount Northeast Community Center at 334-2262 – if you need further assistance.

Parks & Recreation Online

Logged in as Beth (for test purposes (LOGOUT) My Account INFO only) Test

Start Register Here Picnic Shelters

Checkout

Show Details

Click 'Show Details' button to show Cart details.

Current Balance: \$0.00

Charges

Card Charge	Subtotal Before Tax:	\$80.00
Account Charges:	\$0.00	
Processing Fee:	\$1.00	
Total:	\$81.00	

Payments

Payment from Account:	\$0.00
Payment from Credit Card:	(\$81.00)

\*Card Type: Visa Debit

\*Card Number:

\*Exp. Date:

Credit Card Billing Information

Must match the address listed with your credit card company

\*First Name: Sily

\*Last Name: Test (not a real person)

\*Address 1:

Address 2: i.e. P.O. Box, Suite No.

\*City: Reno

\*Country: UNITED STATES

Province/State: NV

\*Postal/Zip Code:

Complete Transaction Cancel & Return to Cart

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active NETWORK

CUAHYBWEB1A

This is an example of what your credit card/check card statement might look like (this one is from BOA)

CHECKCARD 08/13 ACT\*REGISTRATION

877-228-4881 CA